

Client Name:

Date:

Client Personal Needs Allowance (Part II. Section IV. C.)

Month/Date Beginning Balance Amount Received Amount Spent Ending Balance

Client Personal Belongings Inventory

Month/Date Items Purchased Items Discarded

Off-Site Visit Documentation

- (a) Date and time Client is leaving for home visit;
- (b) Who is transporting the Client to the home visit;
- (c) Date and expected time Client will return from home visit; and
- (d) Who will be receiving Client and verify the actual time that Client returned to the proctor home at conclusion of the home visit.

Incident Reports

- a. Ensure each proctor home maintains a list of phone numbers to report after-hour emergencies/crisis incidents.
- c. Document all incidents on an incident report form, maintain the original report in the Client's file, and send a copy to the Case Manager within timeframes required by current DJJS Incident Report reference guide.
- d. Document the date, time and method of notification to DCFS including when report was provided to the Division (24 hours).

Mentoring (YIS) Documentation

Month/Units Description

Date, Duration, Detailed Description of Specific and Activities (Conversations, Goals Discussed, Upcoming Activities, etc.), Name of Mentor

Supervision and Service Coordination

The Contractor shall provide quarterly/**monthly** reports (i.e. at a minimum of at least 90/**30 days**) to CM. Summary of activities shall include the following:
Direct Oversight, Case Activity Expectations, Family Visitation and Other Contact, Health Services, Linking Direct Care of Client to Mental Health Services, Non-Mental Health Services, Linking Direct Care of Client with Education, Employment or Training Needs, Court Attendance, Client use of Electronics and Social Media, Team and Team Meetings.